



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

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Secretary

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Commissioner

Operations Memo 2013-60
December 5, 2013

To: Department of Transitional Assistance Staff

From: *LC* Lydia Conley, Acting Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP – Fair Hearings Withdrawal Request Change

Overview

Currently, applicants and clients (hereafter referred to as clients) who wish to withdraw their Fair Hearings appeal must do so in writing. This generates unnecessary paperwork for clients and Department staff.

State Letter 1365 (effective December 6, 2013) allows clients to request a withdrawal of the appeal orally as well as in writing.

Purpose of Memo

This Operations Memo:

- advises DTA staff about this change; and
 - explains the benefits of this change to clients.
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State Letter 1365 State Letter 1365 changes both Fair Hearings and SNAP regulations to allow clients to withdraw an appeal request either orally or in writing.

The changes in the regulations are found at:

- 106 CMR 343.240; and
- 106 CMR 367.150 and 367.225 (these changes in regulations also apply to SNAP agency conferences as well).

Client Impact Effective December 6, 2013, clients who wish to withdraw their fair hearing request may contact the Division of Hearings at 617-348-5321 or 1-800-882-2017 to do so.

Regardless of whether the withdrawal request was made orally or in writing, the client will receive written confirmation when the fair hearing request has been withdrawn. This confirmation letter will advise the client that the fair hearing request may be reinstated, if s/he so chooses.

Clients may still continue to request a withdrawal of their fair hearing in writing if they choose.

DTA staff must inform clients of this change at the next client contact.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline.
